

## Rules, Regulations and Eligibility

Any person with affiliated involvement in fire suppression, fire prevention, emergency medical services, emergency management activities, building codes or fire codes enforcement or allied professionals are eligible to apply for Academy courses. The applicant must be at least eighteen years of age to apply.

"The Tennessee Fire Service and Codes Enforcement Academy is an Equal Opportunity Institution. It does not discriminate on the basis of age, sex, race, color, religious belief, national origin, or disability in its admission and student-related policies and procedures."

### Registration

Pre-registration for all on-campus courses is required. The Academy must receive registration forms at least 14 days prior to the start of the course. Tuition, dormitory and meal fees are required at the time of application for all on-campus courses. (Course enrollment is reviewed 14 days prior to the start of the program, and courses with fewer than the minimum number of students may be cancelled.) Payment may be made in the form of check or state journal voucher. Checks should be made out to the Department of Commerce and Insurance – TFACA. Incomplete forms or forms received without the registration fee will be returned. All registrations are on a first come, first served basis.

Completed registration forms should be submitted to:

Tennessee Fire Service and Codes Enforcement Academy  
Attn: Registrar  
2161 Unionville-Deason Rd.  
Bell Buckle, TN 37020

### Cancellations

Students who are accepted into a course offering should take their obligation to attend very seriously. Individual course cancellation requests must be made in writing to the Registrar, and received no later than 14 days prior to the course start date to receive a refund. Cancellations received after the 14-day period will result in the loss of 10% of the course fee or a minimum of \$15.00. Notice of cancellation should include the course name, course number, delivery date and the name and social security number of the student. Cancellation notice must be submitted by mail or fax. Confirmation of cancellation will be mailed or faxed to your department.

### Student Substitution

Any change to student registration should be submitted to the Registrar by the student's sponsoring agency, in written form, by mail or fax, and must be received at least 24 hours (1 work day) prior to the scheduled start of class. A completed registration form for the new student must be submitted along with the written request for substitution. Substitutions must meet course prerequisites. Substitutions will not be valid until confirmed by the Registrar.

## Dormitory

Dormitory accommodations are available on campus on a first come, first served basis. Rooms are private with semi-private bathroom facilities. Except in the case of married couples both attending class, male and female students will not share rooms or semi-private bathroom facilities. Married couples should contact the Academy's admission office to make special room arrangements. Bed linens, towels and soap are provided along with an alarm clock radio and telephone. Students arriving on the day before classes start may request additional nights on the Accommodations form included with the student confirmation letter.

Lodging fees are \$40.00 per night, unless otherwise noted. This fee includes breakfast, lunch and dinner. All students staying in the dormitory must check in at the Registration Building between 4:00 p.m. and 9:00 p.m. on the day before classes start, or no later than thirty minutes prior to course start time on the first day of class. Only students enrolled for training may stay in the dormitory. On site security is responsible for the safety, conduct and security of dorm occupants, and will be available to assist students during non-training hours. If students need to return to their room during class hours, permission must be granted by the course instructor.

Check-out is by 8:00 a.m. the last day of class and room keys must be deposited in the key drop located at the registration desk before attending class. Failure to return the key before class or using the room after the designated check out time may result in additional room charges. A lost key will require a \$10.00 replacement fee.

Dormitory furnishings are the property of the State of Tennessee. Rooms are inspected prior to student arrival and upon student departure. Any damaged or missing property will be charged to the student(s) responsible, and/or official(s) of the student's sponsoring agency. A request for admission to the Academy will be construed as an implied consent to any investigations and/or searches that may become necessary. Proper authorities will conduct these investigations and searches. All dorm residents shall conduct themselves in a professional and courteous manner at all times, taking care that their activities do not interfere with the study or sleep of other residents.

Dormitory visitors will be allowed only between the hours of 5:00 p.m. and 9:00 p.m.

Upon arrival, all visitors MUST check in at the Registration building and receive a visitor's pass. All visitor passes must be turned in by 9:00 p.m.

The Academy grounds will be secured at 5:00 p.m. All students should be back on the grounds prior to this time. All personnel will be required to show proper identification for

re-entry after gates are closed. Security checks will be made of the Academy complex continuously during the night.

### Fire Station Occupancy

Certain recruit firefighter class students will be assigned accommodations in the Fire Station. Sleeping rooms in the fire station will accommodate two students per room. Male and female students will not be roomed together, with the exception of married couples. Fire Station accommodations are \$30.00 per night and include breakfast, lunch and dinner.

### Meals

For students staying on campus, breakfast, lunch and dinner meal charges are included in the dormitory fee. A meal ticket will be issued to the student upon dormitory check-in. All students attending more than a half-day course are required to purchase a lunch meal ticket for each day of class. Requests for exemptions are made through the Hospitality Manager on a case-by-case basis. A meal ticket can be purchased by students not staying on campus or by TFACA visitors. These meal tickets should be purchased in advance, if possible, by contacting TFACA at (931) 294-4111 or 1-800- 747-8868. Meal tickets can also be purchased at the Registration Building. Contact TFACA for current meal ticket prices.

### Emergency Contact

In the event of emergency, students may be contacted at the Academy's toll free number, 1-800-747- 8868, during regular business hours. After hours, please contact the TFACA security office at (931) 294- 4200.

### Mail Delivery

All types of mail correspondence for students should be addressed as follows:

Student Name (Course ID)  
c/o TFACA  
2161 Unionville-Deason Rd.  
Bell Buckle, TN 37020

### Special Accommodations

Students who require special accommodations under the Americans with Disabilities Act (ADA) must make this request at the time of registration and must provide the Registrar with sufficient documentation verifying disability. Eight (8) dormitory rooms have been designed to meet disability standards. Students may request additional time for the written examinations or receive oral rather than written examinations. (Oral examinations for firefighter certification are not allowed.)

#### Personal Items

The Academy does not assume any responsibility for loss, theft, or damage of personal items.

#### Parking

Students staying on campus must register their vehicle upon arrival in the Registration building. Picture identification and automobile registration or license number must be presented when the vehicle is registered. A parking permit will be issued, which must be displayed on the vehicle while on campus.

Campers and RV's for overnight sleeping are not allowed.

#### Recreation

A weight and exercise room, pool tables and electronic games are available for the student's use. Use of the exercise room is encouraged; however, for safety reasons, it is highly recommended that students have a spotter. Before beginning any exercise program activity, the individual should seek the advice of their personal physician. Students unaccustomed to using an exercise room should seek the assistance of a staff instructor, or you may refer to NFPA 1583 – Health-Related Fitness Programs for Fire Fighters.

#### Laundry

A coin operated laundry room is available for student's use in the Registration building.

#### Alcohol and Tobacco

Alcoholic beverages are not allowed on facility grounds. Student under the influence of alcohol or any controlled substance may not participate in Academy training programs. This includes narcotics or any other agent that may impair judgment or physical ability to participate. Some prescription medications may have such an effect, and could interfere with or prevent class participation. Students who may be using such medication should inform the instructor for a determination of safe participation.

State law prohibits the use of any type of tobacco products inside all buildings on campus (including dorm rooms). Designated outside smoking areas are provided. Please use proper containers for disposal.

## Weapons and Explosives

Weapons of any type and/or explosives are prohibited on Academy grounds except as may be specifically required to conduct official training. This includes, but is not limited to firearms, ammunition, knives, blasting agents, and/or fireworks. Commissioned law enforcement officers may retain their weapons while attending specific related training. All prudent safety measures regarding the weapon are the responsibility of the law enforcement official.

## Student Conduct

Academy administration officials will review all infractions committed by students. These include, but are not limited to: violations of established Academy guidelines, violation of law(s), gambling or possession of illegal substances; disorderly conduct, racial or sexual slurs or harassment; profane, obscene or vulgar language, damage to property or any action that interferes with training or endangers the safety of any individual. A determination that a student has committed a violation may result in dismissal from the Academy. Safety in all Academy operations is of utmost importance. Conduct interfering with safety will not be tolerated.

## Grievances

Grievances should be made in writing to the Executive Director. The Executive Director will determine the appropriate action. All decisions are final.

## Dress Code

It is each student's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both climate changes and classroom activities or practical training. The staff of the Academy has the authority to make a determination as to whether a student's attire may be deemed inappropriate. Students whose attire is determined to be inappropriate will be required to change before being allowed to continue class. Inappropriate attire consists, but is not limited to, rude or vulgar quotations imprinted on shirts, obscene pictures on clothing, jeans with revealing holes or tears, etc.

Shorts, tube tops, halter tops, spandex, sweat pants, sleeveless shirts, ball caps, open toe sandals, open toe sandals, bathing suits, etc. are not permitted in classrooms.

## Illness or Injury

Ill or injured students must report immediately to the instructor. An incident report must be completed on all injuries regardless of nature. Students are required to be covered by

the agency they represent with Worker's Compensation Insurance or private insurance coverage. The Tennessee Fire Service and Codes Enforcement Academy does not provide Worker's Compensation or medical insurance coverage for students, and assumes no liability or responsibility for illness or injury experienced while attending or participating in Fire Service and Codes Enforcement programs.

#### Physical Training

All students must participate in every aspect of training. Failure to participate will result in an "Incomplete" grade in the course. Certain fire service courses involve intense physical exertion and/or physical fitness training activities. Students participating in these courses should meet the physical and

medical requirements for firefighters as identified in the following standards: NFPA 1500 - Fire Department Occupational Safety and Health Program and NFPA 1582 – Medical Requirements for Fire fighters and Information for Fire Department Physicians.

Participation may cause elevated body temperature, increased pulse, respiration and blood pressure; and may cause mental stress, affecting the student's ability to react quickly to emergency situations.

Persons with known heart or lung disease, hypertension, pregnancy or other conditions that may put them at increased risk of injury or illness are advised to check with their physician before participating in any of these activities.

Due to the strenuous work requirements in some of the courses offered, the Academy recommends that participants secure a professional evaluation of their physical condition through their personal or departmental physician, prior to enrolling in those courses. Some classes require the student to provide a signed physician's physical exam and release, and/or a personal physical waiver before class participation. Students will be notified when registering for a course requiring medical certification.

To successfully complete a course, the student must participate and adequately perform all required training activities. It is the student's sponsoring organization's responsibility to ensure the individual is medically and physically fit to perform firefighting activities based upon applicable state and national standards.

#### Cheating

Any student found cheating during training will be subject to immediate dismissal.

#### Class Attendance and Schedule

Students must attend all class sessions and successfully complete the course evaluation criteria to receive a certificate. The standard hours of operation for the Academy are 8:00 a.m. to 5:00 p.m., Monday through Friday. For specific course times, please refer to the information mailed to you upon acceptance.

The instructor will present a schedule of activities for each course on the first day.

Weekend and special night classes may be scheduled in some courses.

Cell Phones, Pagers and Radios

Classroom disruption by communication devices will not be tolerated. Please turn off the device or place it on vibrate while in class, if necessary.

Tardiness

Students are required to be punctual for all classes, training and activities. Classes will begin promptly at the scheduled time, unless specific instructions are given to the contrary.

Absences

Unless specific permission is received from the instructor, students are not permitted to leave Academy courses during training hours. Failure to comply will result in an unexcused absence and possible dismissal. Emergency leave may be allowed for legitimate reasons. Make up of all classes and exams

missed during a student's absence shall be completed upon the student's return. Make up of classes in some courses may not be available until the next scheduled course, and the student's record will indicate "Incomplete".

Withdrawals

Should it become necessary for a student to withdraw from a course, the course instructor must be notified. All equipment and supplies issued to the student must be returned before leaving class.

Releasing Transcripts

Training records and student transcripts will be released only upon written request of the individual student. The student's name, social security number and mailing address must appear on the request. Transcripts will not be released unless all dorm, meals, and course fees have been paid.

Personal Protective Equipment

Certain fire service classes require the student to provide and wear personal protective equipment (PPE). For classes involving "live" firefighting training activities beyond the

incipient fire level, students are required to have: firefighter protective clothing consisting of bunker coat and pants, boots, helmet, gloves, hood, positive pressure SCBA and PASS device, all conforming to NFPA, OSHA, or NIOSH standards. The Academy will have a limited amount of PPE, SCBA's and PASS devices for use in class for departments that can't supply these items. Arrangements to use Academy personal protective equipment must be made prior to class. Other courses may require certain levels of personal protective equipment. All equipment must meet NFPA, OSHA, NIOSH or other applicable standards.

Library

The Library hours will be posted in the Classroom Building.  
Customer Service

We strive to make your visit to the Tennessee Fire Service and Codes Enforcement Academy a satisfying experience. Any facility suggestions, comments or complaints may be forwarded to:

Tennessee Fire Service and Codes Enforcement Academy  
Attn: Hospitality Manager  
2161 Unionville - Deason Road  
Bell Buckle, TN 37020  
1-800-747-8868  
fax: 931-294-4121